



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380-0001

IN REPLY REFER TO
7000
MRF
AUTH-ROPE
24 Feb 93

From: Commandant of the Marine Corps
To: Commanding Officer, Defense Finance and Accounting
Service, Kansas City Center (FJJA), Kansas City, MO
64197-0001, Attn: Patty Kroll

Subj: AUTHORIZED USES OF RECRUITER OUT-OF-POCKET EXPENSE (ROPE)

Encl: (1) Joint Federal Travel Regulations (JFTR), Part C,
Paragraph U7030
(2) MCO P1100.71, Paragraph 2206

1. In recent months the authorized uses of Recruiter Out-of-Pocket Expense (ROPE) have been the subject of some concern between DFAS and the Marine Corps Districts (MCD's). Enclosure (1) is the JFTR regulations that provides guidance on what items are specifically reimbursable under ROPE. Enclosure (2) provides additional guidance to the MCD's on authorized uses of ROPE.

2. Expenses authorized to be reimbursed are as follows:

- Snacks, nonalcoholic beverages, and occasional (but not frequent) lunches and dinners when purchased by the member for prospective recruits, candidates, and their immediate families, or other individuals who directly assist in the recruiting effort.
- Parking fees incurred while at itinerary stops.
- Official telephone calls. Toll calls are authorized only in a case-by-case basis.
- Purchase of photographic copies of vital documents for prospective recruits and candidates, including birth certificates, school transcripts, diplomas, police checks, health records, etc.
- Other small but necessary expenditures related to recruiting duty that the member must pay from personal funds.

3. Items not authorized to be reimbursed are as follows:

- Gasoline for any vehicle.
- Physical examinations for applicants.
- Alterations of uniforms.
- Express mail.

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- Newspapers or copies of newspapers.
- Food and beverages for Center of Influence (COI) and police events.
- Vehicle rental.

4. It is requested that questionable ROPE claims be directed to this office (MRF) for further clarification. If a misuse of ROPE privilege is found, please notify this office in order that corrective action can be taken.

5. Point of contact is Melisa Stackhouse (MRF), (703) 614-1871 or DSN 224-3287/5472.


C. A. Riley
By direction

Copy to:
CO, Each MCD

PART C: REIMBURSEMENT FOR MEMBERS PERFORMING OFFICIAL RECRUITING DUTY

★U7030 GENERAL

Members of the Armed Forces, whose primary assignment is recruiting duty, and members who recruit for the Reserve Officer Training Corps program, are entitled to reimbursement for actual and necessary expenses incurred in connection with those duties. Such expenses are limited to:

1. snacks, non-alcoholic beverages, and occasional (not frequent) lunches and dinners when purchased by the member for prospective recruits, candidates, and their above immediate families, or other individuals who directly assist in the recruiting effort;
2. parking fees incurred while at itinerary stops;
3. official telephone calls;
4. purchase of photographic copies of vital documents for prospective recruits and candidates, including birth certificates, school transcripts, diplomas, registration certificates, etc.;
5. other small but necessary expenditures related to recruiting duty the member must pay from personal funds.
6. personally procured meal at a non-Government event when the meal is incidental to the event and the recruiter is required to participate because of assigned duty; attendance during meal time is necessary to full participation in the business of the function; and the recruiter is not free

to take the meal elsewhere without being absent from the essential formal purpose of the event.

Except in unusual cases, the above authorized reimbursements will not exceed \$75 in any month. Reimbursement is not authorized for expenses covered by other regulations or elsewhere in this Volume (e.g., temporary duty and local travel expenses or meals purchased by the member for personal consumption, except as authorized in item 6).

U7031 PAYMENT PROCEDURES

Members entitled to reimbursement under this Part will be reimbursed on Standard Form 116⁴ (Claim for Reimbursement for Expenditures on Official Business). Claims will contain or have attached thereto an itemized list of expenses. A receipt must support a claim for any item in excess of \$25 when it is practical to obtain such receipt. Failure to furnish receipts must be explained on the voucher. Any item in excess of \$25 will be denied in its entirety when a claim is not supported by a receipt or a statement as to why it was not furnished.

U7032 ADMINISTRATIVE APPROVAL

Administrative approval of vouchers at recruiting main station, detachment, or higher level is required before reimbursement can be made.

U7033 ADVANCE OF RECRUITING EXPENSES

Advance of funds for recruiting expenses, not to exceed the maximum amount that may be reimbursed for 2 months, may be authorized by regulations of the Service concerned.




UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
2 NAVY ANNEX
WASHINGTON DC 20380-1775

IN REPLY REFER TO
7000Compt
17 April 1996

From: Commanding General, Marine Corps Recruiting Command
Subj: RECRUITER OUT-OF-POCKET EXPENSE (ROPE) REIMBURSEMENT
Ref: (a) CMC ltr 7131 MRF of 11 Feb 93
(b) Joint Federal Travel Regulations, para U7030

1. Reference (a) provided guidance on which personnel are authorized reimbursement of Recruiter Out of Pocket Expenses (ROPE). Reference (b) authorized ROPE reimbursement and increased the monthly reimbursement limit to \$75.
2. Reference (a) is canceled. ROPE reimbursement is now authorized for any individual who incurs a reimbursable expense while (1) permanently assigned to a Marine Corps district for the primary purpose of performing or supporting the Marine Corps recruiting (officer/enlisted; Regular/Reserve) effort; (2) performing as a bona fide recruiter (as determined by the commanding officer); or (3) in direct support of the recruiting effort (reimbursable costs include, but are not limited to, costs for parking meters, local telephone calls, and incidental expenses for television and radio executives). ROPE reimbursement is authorized for Marketing and Public Affairs Representatives (formerly called PANCO's), Recruitment Advertising Officers, and Public Affairs Officers since they are also in direct support of recruiting. ROPE reimbursement is not authorized for any meals consumed by the individual Marine.
3. Commanding officers are cautioned that implementation of the above guidelines may increase expenditures for ROPE reimbursement. Additional funding requests for this revised policy should be submitted to this headquarters (C) for consideration.
4. Point of contact is Ms. Shirley Burton (C), (703) 614-1871 or DSN 224-1871. FAX is (703) 614-1163.


C. H. SLICK
Chief of Staff

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